



Document Control Sheet

BCS, The Chartered Institute for IT

BCS Membership Board Best Practice Committee

Liaison Role – Terms of Reference

Responsible Body	Membership Board Best Practice
Version	1
Prepared by	Maggie Kneller, Chair of Best Practice
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Summary Of Revisions Made	Version	Date
Initial document created	0.1	17/03/10

Each member of the Best Practice Committee is allocated a number (around 8-12) Member Groups to act as liaison. This will include Branches, Specialist Groups, International Sections and possibly some other groups.

The **purpose** of the role is to provide a communication point and to find out about the current status of the Member Groups, how they serve the members, any particular strengths and weaknesses, their ideas for improvement and how they are supported by HQ.

- To act as a focal point to gather information from a specific set of member groups, and to liaise with them about Best Practice Committee initiatives

AREAS FOR QUESTIONS

- Background to the group, how long it has been in existence, how many members, geographical spread, how active the group is
- Main areas of their focus
- Committee – how often it meets, whether face to face, turnover of committee
- Communication with members – how this is achieved, how often, what sort of interactions, anything about the profile of active members
- What sort of events / meetings they run, how often, how many turn up
- What other services do they provide for their members
- Support from HQ – what do they find useful, what could be improved
- Links with other member groups, or other external organisations, links with colleges etc
- Do they run their own website
- Any difficulties due to geographical spread of members
- What things work well for them, what issues do they have
- Explain the purpose behind a best practice committee – do they have any ideas for ways in which we could help them or other member groups

(see table below for areas which can be discussed)

It is suggested that much of the information is available with the Member Groups Team, and therefore this should be the first port of call for investigation. It is important that two way dialogue with the officers of the committee is achieved and this should be the prime focus of the liaison role.

Activities which Member Groups do	How Member Groups are supported
<ul style="list-style-type: none"> • Communicate with members • Plan, run and minute committee meetings • Run events <ul style="list-style-type: none"> ○ Talks, seminars ○ Training style events ○ Conferences • Member Group start-up • Member Group wind-down • Getting member engagement / new members • Engaging external bodies / associations • Liaising with academic establishments • Publicising events • Liaising with industry • Running a website • Managing website content • Networking • Plan, run and minute AGMs • Finding speakers for events • Engaging with the public • Using public resources (twitter, Youtube, 2nd life, LinkedIn, etc) • Running online meetings • Teleconferences • Voting for council representatives • Developing collateral • Supporting BCS in a specific community • Supporting BCS consultation responses • Spending money & earning income • Publishing material • Student prizes • Member surveys 	<ul style="list-style-type: none"> • List servers • Access to free postage • Publicising ideas, practices, collateral • Publishing in books and magazines • Rules and policies • Guidebooks • Telephone support • Arranging telcons and videocons • Convention arrangement • Training & induction • Organising mentoring • Marketing material (customised) • Providing admin support • Committee roles guidance • AGM support • Statistical information • Speaker lists / database • Tools and facilities – Web, IT etc • Event booking service • Brand guidelines • Providing a web service • Member surveys • Elections to council • Member awards • Active member awards • Newsletters • Budget / funding • Discussion forums

Appendix 1 – List of Groups and their Liaison:

Branches	MBBPC Member
Aberdeen (+ Inverness)	James Uhomuibhi
Bedford	Dan Rickman
Belfast	James Uhomuibhi
Berkshire	Margaret Ross
Birmingham	Ian Fish
Bristol	Maggie Kneller
Cheltenham & Gloucester	Maggie Kneller
Chester & North Wales	Garfield Southall
Coventry	Ian Fish
Dorset	Margaret Ross
East Anglia	Dan Rickman
Edinburgh	James Uhomuibhi
Essex	Dan Rickman
Glasgow	James Uhomuibhi
Guildford	Margaret Ross
Hampshire	Margaret Ross
Hereford & Worcester	Ian Fish
Hertfordshire	Kevin Chamberlain
Humberside	Alastair Revell
Kent	Margaret Ross
Kingston & Croydon	Margaret Ross
Leicester	Kevin Chamberlain
Lincolnshire	Kevin Chamberlain
London (Central)	Margaret Ross
London (North)	Margaret Ross
London (West)	Margaret Ross
Manchester	Ian Fish
Merseyside	Ian Fish
Newcastle upon Tyne	Alastair Revell
North Staffordshire	Ian Fish
Northampton	Dan Rickman
Nottingham & Derby	Kevin Chamberlain
Oxfordshire	Maggie Kneller
Preston & District	Ian Fish
Shropshire	Ian Fish
South Wales (+ Mid-Wales)	Garfield Southall
South West	Maggie Kneller
South Yorkshire	Alastair Revell
Sussex	Margaret Ross
Tayside	James Uhomuibhi
Teesside & District	Alastair Revell
West Yorkshire	Alastair Revell
Wiltshire	Maggie Kneller
Wolverhampton	Ian Fish

Specialist Groups	MBBPC Member
Advanced Programming	Ian Fish
Animation & Games Development	Margaret Ross
Artificial Intelligence	Garfield Southall
ASSIST (+ it's Branches)	Ian Fish
BCSWomen	Margaret Ross
Business Change	Garfield Southall
Business Information Systems	Garfield Southall
Computer Arts Society	Garfield Southall
Computer Conservation Society	Maggie Kneller
Configuration Management	Maggie Kneller
Consultancy	Alastair Revell
Cyber Crime Forensics	Alastair Revell
Cybernetic Machine	Dan Rickman
Data Centre	Margaret Ross
Data Management	Dan Rickman
Distributed and Scalable Computing	Dan Rickman
e-Learning	Margaret Ross
ELITE	Maggie Kneller
Enterprise Architecture	Dan Rickman
Financial Services	Alastair Revell
Formal Aspects of Computing Science	Dan Rickman
Fortran	Ian Fish
Geospatial	Dan Rickman
Green IT	Margaret Ross
Health: Interactive Care	Kevin Chamberlain
Health: London & South East	Kevin Chamberlain
Health: Northern	Kevin Chamberlain
Health: Northern Ireland	Kevin Chamberlain
Health: Nursing	Kevin Chamberlain
Health: Primary Health Care	Kevin Chamberlain
Health: Scotland	Kevin Chamberlain
Health: Wales	Kevin Chamberlain
Information Retrieval	Garfield Southall
Information Risk Management & Assurance	Garfield Southall
Information Security	Ian Fish
Interaction	Dan Rickman
Internet	Maggie Kneller
Law	Alastair Revell
Learning & Development	James Uhomuibhi
Methods & Tools	Garfield Southall
Natural Language Translation	Ian Fish
Open Source	James Uhomuibhi
PROMS-G	Garfield Southall
Quality	Margaret Ross
Requirements Engineering	Margaret Ross
Scottish Testing	Ian Fish
Service Management	Margaret Ross
Sociotechnical	Maggie Kneller
Software Practice Advancement (SPA)	Ian Fish
Software Testing (SIGIST)	Ian Fish
SPIN-UK	Ian Fish
Young Professionals Group	Simin Kamali
YP Information Security Group	Simin Kamali

International Sections	MBBPC Member
Belgium	Ian Fish
Greece (Hellenic)	Alastair Revell
Guernsey	Margaret Ross
Hong Kong	Maggie Kneller
Isle of Man	Ian Fish
Jersey	Margaret Ross
Malta	Garfield Southall
Mauritius	Maggie Kneller
Middle East	Kevin Chamberlain
Rideau (Canada)	Maggie Kneller
Sri Lanka	James Uhomobhi
Switzerland	James Uhomobhi
Upper Canada	Ian Fish
USA (USA South East Regional Group)	Ian Fish